

5) Click **OK** to apply the font effects and close the dialog.

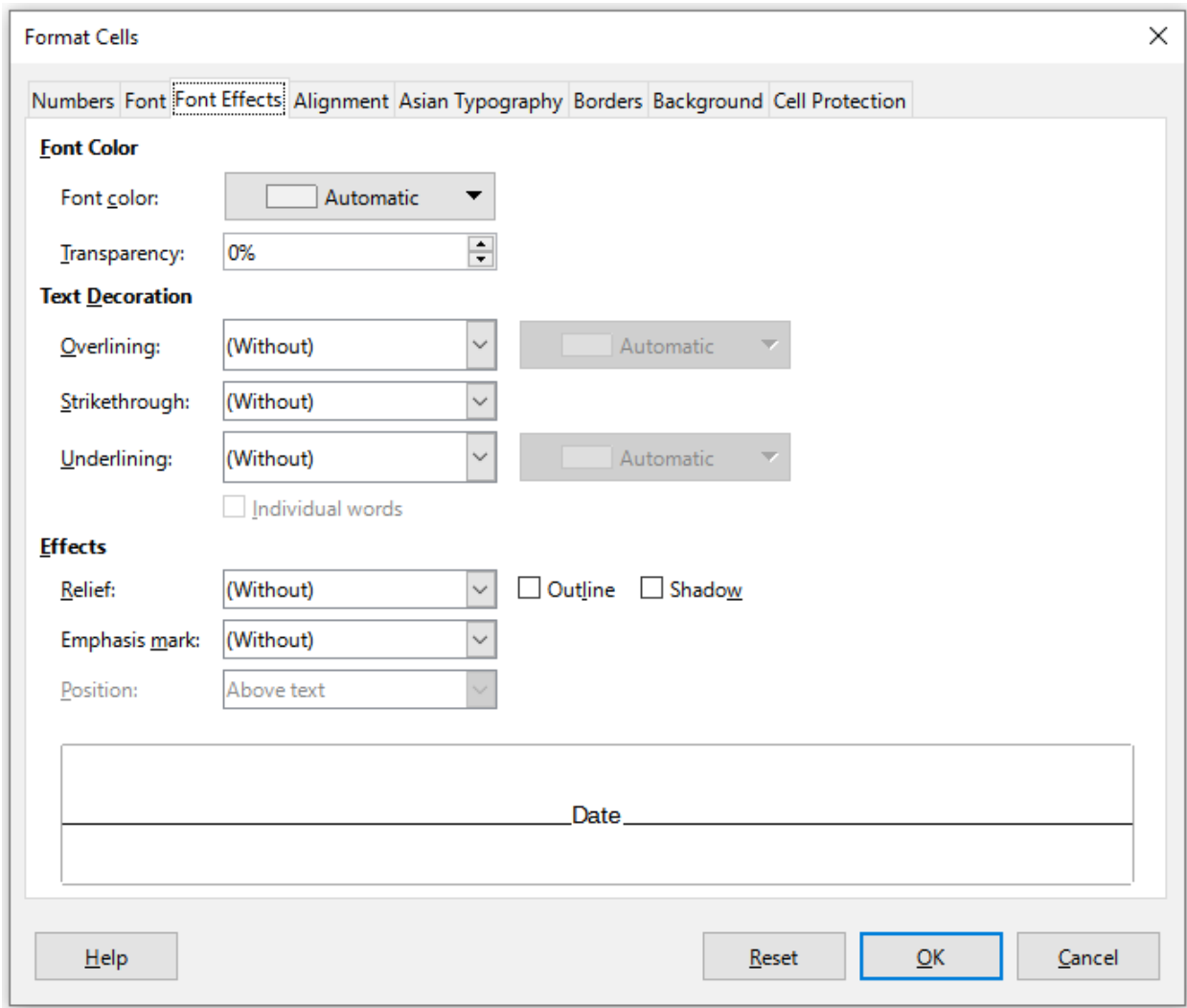


Figure 47: Format Cells dialog – Font Effects tab

Any font effect changes are applied to the current selection, or to the entire word that contains the cursor, or to any new text that you type.

## Text direction

To change the text direction within a cell, use the *Alignment* tab on the Format Cells dialog (Figure 44 on page 69).

- 1) On the *Alignment* tab of the Format Cells dialog, select the *Reference edge* from which to rotate the text as follows:
  - *Text Extension From Lower Cell Border* – writes the rotated text from the bottom cell edge outwards.
  - *Text Extension From Upper Cell Border* – writes the rotated text from the top cell edge outwards.
  - *Text Extension Inside Cell* – writes the rotated text only within the cell.
- 2) Click on the small indicator at the edge of the text orientation dial and rotate it until you reach the required degrees.
- 3) Alternatively, enter the number of degrees to rotate the text in the **Degrees** box.
- 4) Select **Vertically stacked** to make the text appear vertically in the cell.